



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **IMPREST CASH ACCOUNT**

**Effective Date:** November 17, 2004

**Policy #:** BS-02

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- I. PURPOSE:** To establish conditions and procedures for use of Imprest Cash Account.
- II. POLICY:** The Imprest Cash Account will serve as a Petty Cash Fund in the amount of \$210.00 and also serve as a Change Fund for the Canteen in the amount of \$295.00.
- III. DEFINITIONS:** None
- III. RESPONSIBILITIES:**
  - A. The Accountant is responsible for following this policy and management of the Imprest Cash Account
  - B. The Chief Financial Officer is responsible to ensure appropriate procedures are in place allowing accuracy of the Imprest Cash Account.
- V. PROCEDURE:**
  - A. Petty Cash Fund:
    - 1. A fund of \$210.00 is to be maintained in the Accounting Office. This fund is to be utilized for small incidental purchases under \$25.00; reimbursement for claims of \$5.00 and less; and Patient travel allowances for Patients discharged without funds. All disbursements from the fund require appropriate documentation substantiating the withdrawal.
    - 2. Accounting will prepare the Petty Cash Daily Report (Attachment A). Upon completion, this form and the substantiating documentation are given to the Accountant for encoding the account distribution. The Accountant upon receiving the Petty Cash Report, but not less than monthly, will prepare a Request for Petty Cash Reimbursement (Attachment B). This request along with all supporting documentation is given to the Accounts Payable Clerk for preparation of a Pay Voucher. The Pay Voucher is made payable to Montana State Hospital. The Pay Voucher is reviewed and approved for processing by the Accounting Supervisor or Chief Financial Officer. Upon receipt, the Warrant is delivered to the Accountant who verifies that the amount of the Warrant

agrees with the reimbursement request. Upon this verification, the Accountant cashes the Warrant and delivers the cash along with a copy of the receipt to Accounting for inclusion in the Petty Cash Fund. At this time, the delivering Accounting Clerk signs the Petty Cash Daily Report as having delivered the funds, and the receiving Accounting Clerk signs the Petty Cash Daily Report as having received the funds.

B. Canteen Change Fund:

1. A fund of \$295.00 is to be maintained for the Canteen Change Fund. The distribution of this fund is as follows:

Daily Change Fund	\$85.00
Cart Change Fund	\$30.00
Safe Change Fund	\$90.00
Weekend Change Fund	\$90.00 (2 bank bags of \$45 each)

2. The Daily Change Fund is utilized for the sole purpose of change in the Canteen cash register. At the close of each business day, Monday through Friday, the fund is delivered to the Accounting Clerk for safekeeping in the Business Office safe. Prior to opening the next business day, the fund is picked up by the Canteen Store Manager.
3. The Safe Change Fund is kept in the Business Office safe at all times. It is utilized to make change for the Canteen.
4. The Weekend Change Fund consists of two locking bank bags containing \$45.00 each. These bags are utilized as the Weekend Change Fund for the Canteen. The bags are prepared by the Accounting Clerk and deposited in the locked strong box located at the Switchboard. Prior to the opening of the Canteen on weekends, the employee assigned to the Canteen reports to the Switchboard and is met by the Security Officer who retrieves one of the bank bags to be given to the Canteen employee for the day's business. At the end of the day, that change bag and the day's receipts are deposited in the locked night depository located at the Front Desk. On the next regular business day, the Accounting Clerk retrieves these bags for counting and deposit in the Canteen Revolving Account.
5. Reconciliation: The Imprest Cash Fund will be reconciled on a monthly basis by the Accounting Supervisor or the Chief Financial Officer. This reconciliation is accomplished using Form AD-9 ( Attachment C). The completed original is retained on file in the Business Office for audit purposes. This reconciliation is to be completed by the tenth working day of the month following the month being reconciled.

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**VII. COLLABORATED WITH:** Chief Financial Officer, Accounting Supervisor, Manager of Dietary Services

**IX. DISTRIBUTION:** All hospital policy manuals.

**XI. FOLLOW-UP RESPONSIBILITY:** Chief Financial Officer

- A. Petty Cash Daily Report
- B. Request for Petty Cash Reimbursement
- C. Form AD-9

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Tracey Sweeney Date  
Chief Financial Officer